

23 April 1958

MEMORANDUM FOR THE RECORD

SUBJECT: Functional Furniture

25X1A9a

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1. On 11 April 1958, Mr. [REDACTED] DD/I and Mr. [REDACTED] OL/PD made a selection of items of unitized (modular) furniture for a pilot test (Appendix A). On 14 April a review of the selected list was made with Mr. Hugh Fincher, GSA, to determine the feasibility of procurement through GSA channels. Mr. Fincher advised that the Interim Federal Specifications, Furniture Office, Steel, Unitized, AA-F-00795 (GSA-FSS) March 13, 1958, have been issued in preparation for contracting to supplement the GSA standard office furniture. Mr. James Kline, National Buying Division, GSA, stated that contracts should be finalized by 1 July 1958.

2. As a result of the above, the following comments are made relative to the selected items of Appendix A:

Item 1 - Table, Office, 40" x 30"

Item is not included in the above specifications nor does GSA intend to standardize on a table having these top dimensions inasmuch as there is presently a standard size of 45" x 34". In view of the fact that the Type I and II desks are included in the above specifications and will be available, it is proposed that they be substituted for the tables for testing purposes.

Item 2 - Desk Flat Top, 40" x 30"

Included in the above cited specifications.

Item 3 - Desk, Typewriter, 40" x 30"

Not included in the above specifications nor does GSA intend to standardize in this size inasmuch as the present standard top size is 45" x 34". Recommended use of the GSA standard be utilized for testing purposes.

Item 4 - Desk, Flat top, 60" x 30"

Not included in the above specifications nor does GSA intend to standardize in this size inasmuch as the present standard top size is 60" x 34". Recommended use of the standard GSA desk be utilized for testing purposes.

Item 5 - Desk, Typewriter, 60" x 30"

Same comment as Item 4.

Item 6 - Table, Office, 60" x 30"

Same comment as Item 4.

Item 7 - Table, Auxiliary, 66" x 18", Type III

Included in the above cited specification.

Item 8 - Table, Auxiliary, 66" x 18"

Type VI and VII, included in the above cited specifications.

Item 9 - Table, Auxiliary, Typist, 66" x 18", Type IV

Included in the above cited specifications.

Items 10 thru 13 are standard GSA furniture items readily available.

3. Two drawer safe files are to be used with the selected items. It will be necessary to raise the height of these to the working level. Mock-up of simulated safe tops will be made for testing purposes.

4. With respect to the development of a safe file by Diebold, details available to this office indicate that the construction of the Diebold Multi-Drawer Combination-Locked Security Container would not be feasible, due to its peculiar construction, for application with the unitized (modular) furniture.

5. Inquiries through GSA and the Department of State were made to ascertain whether or not State was considering furnishing its new building with other than standard furniture. GSA indicated that State has not raised this point and assumed that furnishing would be with standard items. Contact with the State Department Procurement Officer disclosed that, at this time, no new furniture buying is contemplated.

6. In view of the fact that GSA is to request bids for the furniture in accordance with the above interim specifications, it is proposed to have GSA include the above requirements in its request for bids as no purpose would be served in duplicating their effort.

7. In the event a determination is made that the 60" x 30" and 40" x 30" top sizes for the respective desks and tables are necessary for Agency use, a special clearance supported by adequate justification must be obtained from GSA before acquisition of the non-standard furniture can be made. Preliminary inquiries pertaining to this matter indicates that justification in support of the non-standard furniture will be difficult if not impossible in view of the fact that the present existing standard furniture resulted from an extensive study made by a Committee established especially for this purpose.

8. Estimated cost of the selected items for the DD/I, DD/P test areas will approximate \$11,600.00 and \$2,400 for the DD/S area or a total of \$14,000.00. Fiscal Year 1958 funds allocated to the Office of Logistics are available for this purpose.



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CONFIDENTIAL

26 April 1958

APPENDIX A

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Approximate Unit Cost</u>
1	Table, Office, 40" x 30"	40	\$39.00
2	Desk, Flat top, 40" x 30"	30	74.50
3	Desk, Typewriter, 40" x 30"	2	100.00
4	Desk, Flat top, 60" x 30"	1	99.00
5	Desk, Typewriter, 60" x 30"	7	107.50
6	Table, Office, 60" x 30"	5	43.00
7	Table, Auxiliary, 60" x 18"	5	75.00
8	Table, Auxiliary, Pedestal, 60" x 18"	1	90.00
9	Table, Auxiliary, Typist, 60" x 18"	5	80.00
10	Stand, Office Machine, two drop leaf GSA No. 7110-262-6654	33	17.40
11	Chair, Rotary Desk, GSA #7110-273-8789	62	41.40
12	Chair, Rotary, Typist GSA #7110-273-8799	10	16.00
13	Chair, Rotary, Typist GSA #7110-273-8802	12	18.45
14	Chair, Straight, Arm, GSA #7110-273-8782	56	18.80